



Changes
Lives

JOB DESCRIPTION - TIME FOR GOD (TfG)

POST: Team Administrator

MISSION STATEMENT:

TfG aims to provide quality-volunteering opportunities through which God changes lives.

ETHOS STATEMENT:

The ethos of TfG is our motivation for all our work - it is the reason why we do what we do.

The foundation of our faith and the inspiration for our work is the life, death and resurrection of Jesus Christ.

We follow God's call to accompany and encourage each other in our faith journeys, and we embrace the richness and diversity of all Christian traditions.

KEY PURPOSE OF POST:

To contribute towards the achievement of TfG's aim and mission, by providing high-quality and effective administrative support for the operations and field team.

LOCATION: Home based

HOURS OF WORK: 21 Hours

REPORTING TO: Operations Director

ACCOUNTABLE TO: Operations Director

SCOPE OF POST: Detailed outworking of Key Purpose of Post

MAIN TASKS AND RESPONSIBILITIES:

Office administration:

- Organisation of TfG Office, general office administration – responding to phone messages and dealing with emails, general admin on cloud.
- Ensuring 'TFGDatabase' is kept updated, ensuring TfG is adhering to data protection laws.
- Ensure that TfG policies and procedures, including any staff / volunteer insurance where applicable.
- Work with Operations Director to ensure the correct processes are implemented and adhered to by team.
- Assist with diary management - booking meetings (online or physical)
- To ensure the Director is kept appropriately informed of progress (or issues) in each area of the work.
- Organise and maintain volunteers' Visa process – with UK Border and Immigration Agency.
- Ensuring that operations team is up to date with changes on UKVI process.
- Work collaboratively with Finance Officer, to ensure that new placements are logged on to TfG systems, including filing all necessary contracts.
- Work collaboratively with Finance Officer volunteer expenses are submitted on time.

Volunteer and Placement Administration:

- Ensure that all documents for volunteers are filed and kept in relevant up to date on SharePoint online filing system online.
- Ensure that all placement paperwork and processes are kept updated and that the teams are informed of relevant changes where necessary.
- Assist with volunteer interviews online as requested by the Operations Director and Field Team Coordinator.
- Work collaboratively with Field Team, ensuring information is updated on the SharePoint system as required.

- Support with the selection & recruitment of volunteers and all admin associated with placing / matching procedures.
- Work with the Director and Field Team on managing relations with placements as directed.

Building and maintaining the relationship with existing placements.

- Zoom or other electronic communication, placement visits, telephone calls and e-mails
Providing a first point of contact for enquiries or questions.
- Delivering the supervisors training/development/networking days.
- Dealing with issues that arise at placements.

Support the development of new placements:

- Co-ordinate and undertake visits to organisations that are new TfG placement providers.
- Attending conferences and other events where TfG is being promoted.
- Attending networking events when required.

Conferences:

- Lead on ensuring conference venue bookings and logistics is conducted in conjunction with Field Team.
- Provide administrative support to staff for the TfG training function including administration for conferences.
- Attend and support conferences as required (overnight stays required)

Other:

- To engage with and support other members of the TfG team.
- Attending staff meetings and taking minutes.
- To prepare for, and actively engage in, line management sessions.
- Any other work as required by the Director e.g. attending volunteer training and other events as required

Signed (employee) _____

Date _____

Signed (on behalf of employer) _____

Date _____

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Attributes	Essential	Desirable
Experience	Administration in an 'office' environment Telephone & email communication Experience of computer software packages such as Microsoft Office (including Excel, Outlook) Microsoft Access or other Databases	Experience of the voluntary sector, volunteering organisations and the faith sector Working in a small team. Experience with different culture / different faith groups.

Skills	<p>Good Administration Skills</p> <p>Good written and oral communication skills</p> <p>Good IT skills and working with office equipment</p> <p>Well Organised</p>	<p>Additional IT skills and experience - Presentation skills, e.g. the use of Microsoft PowerPoint</p> <p>Other languages</p> <p>Knowledge of UK Border Agency – Visa Process</p>
Qualifications and Training	Good level education	University graduate
Attitude	<p>Excellent interpersonal skills.</p> <p>Good team player and can work collaboratively with colleagues.</p> <p>Ability to work flexibly, within a small team.</p> <p>Able to be work independently without need for constant direction.</p> <p>Personal and professional image that generates trust and confidence.</p> <p>A highly motivated, enthusiastic and effective communicator, capable of conveying clear information.</p> <p>A high degree of personal honesty and integrity.</p>	<p>Willingness to promote and share the work of TfG amongst friends and personal contacts and networks.</p> <p>Able to participate in staff social events arranged around monthly staff meetings.</p>
Personal Circumstances	Flexibility to attend occasional meetings and events outside of usual working hours.	Willingness to travel to conferences and volunteer recruitment events
Faith	Time For God is an ecumenical Christian organisation - all staff are expected to work with its ethos and values. They are expected to fully participate in its activities.	A personal Christian faith and desire to develop TfG's work and mission.

TERMS and CONDITIONS

The post is full time and reports to the Operations Director

1. The postholder will be home based but available to travel (as described above) and to regularly visit placements and other relevant bodies.
2. The annual holiday entitlement is (18.75 pro rata) 25 days plus 4 public holidays.
3. A annual salary of between £20, 319 K – 23K (Pro- rata 18.75 hours)
4. plus a working from home allowance, will be offered depending on experience.
5. The charity will pay a 5% contribution direct into a pension fund.
6. Authorised expenses will be reimbursed.
7. Confirmation of appointment will be dependent on satisfactory completion of a general occupational health check.
8. Regular reviews will be formally carried out typically at 3, 6 and 12 months.
9. Hours of work will be 18.75 hours over 5 days per week undertaken in normal hours but the nature of the job will commonly require flexible working. The postholder will not be eligible for overtime. Time off in Lieu must be authorised in advance by the Operations Director.

10. This appointment may be terminated by either side with 2 months' notice in writing. The Charity may at its absolute discretion require the **Team Administrator** not to attend his/her place of work for the duration of all or part of his/her notice period.
11. Confirmation of appointment by the Charity will be conditional on the receipt of references satisfactory to the Charity.